

SENATE FISCAL AGENCY
Job Description

POSITION TITLE: Fiscal Analyst

IMMEDIATE SUPERVISOR: Chief Analyst

SUMMARY: Fiscal Analysts are responsible for the analysis, technical development, preparatory support, and presentation of an assigned budget area(s) to the Senate Appropriations Committee. In conjunction with this responsibility, a Fiscal Analyst will provide analysis of all Senate bills, House bills, and Administrative Rules which apply to the specific budget area(s) to which the analyst is assigned, design and conduct appropriate research relative to specific issues, and promptly complete related miscellaneous duties and projects determined to have merit and assigned by the Director of the Senate Fiscal Agency or his/her designee.

DUTIES AND RESPONSIBILITIES:

1. Become familiar with a specific budget area(s), State budgeting practices, and Senate and Agency policies and procedures.
2. Analyze, make recommendations, answer questions, and prepare documents regarding budget issues.
3. Prepare the fiscal analysis portion of the Agency's bill analysis documents for assigned legislative proposals before committees and the full Senate.
4. Testify before Senate committees and subcommittees regarding fiscal issues as requested.
5. Provide staff assistance to assigned Senate subcommittees.
6. Monitor changes in Federal-State and State-Local relations for fiscal and/or program implications in assigned budget areas.
7. Periodically update expenditure/revenue forecasts for specific budget areas throughout the fiscal year.
8. Develop appropriate data bases, including historical and comparative information for assigned budget areas.
9. Establish professional relationships with significant budget and policy staff in the Executive Branch, the House Fiscal Agency, other Senate staff offices, other government offices, and professional organizations.
10. Arrange and provide staff support for public hearings on behalf of members of the Appropriations Committee.
11. Design and conduct appropriation research and prepare concise reports on topical issues and their effect on State and local expenditures or revenue.
12. Serve on internal Senate Fiscal Agency committees.
13. Utilize available data processing systems when appropriate.



SKILLS AND ABILITIES:

1. Must possess the ability to communicate complicated and technical issues effectively, both orally and in writing.
2. Must exhibit the ability to use diplomacy, discretion, and good judgment in dealing with Senators, Legislative staff, Executive Agency Directors and staff, and members of the public and press.
3. Should have in-depth knowledge of the legislative process.
4. Must possess familiarity with basic budgeting skills.
5. Must display basic research, analytical and statistical skills as evidenced by a masters degree in public policy, economics, business or other related field.
6. Must have experience with electronic word processing, data processing, and personal computer equipment and software.

Note: This list is not intended to be exhaustive. Responsibilities and duties may change at the discretion of the Director of the Senate Fiscal Agency, his/her designee, or the Chief Analyst.

